

聘

暑期培训工作人员

United States--China Friendship Volunteers

Positions Available 短期全职工作

美中友好志愿者办公室因2017年暑期培训需要，拟聘请培训点经理和驾驶员两个职位5名短期全职工作人员。工作地点：成都。

To apply, qualified persons must send a cover letter in English describing their qualifications for the position. They must also send a resume (curriculum vitae) in English (for driver's position a resume could be in Chinese) with education background, work history and salary history. The candidate must commit to the entire contracted period.

A brief position summary for each position is included. Job description is subject to change and salary will be commensurate with skills and experience. Good benefits and training will be provided.

Application materials should be sent

- by post to: U.S.--China Friendship Volunteers, Sichuan University, BOX 278, Wang Jiang Road No. 29, Chengdu, Sichuan, 610064.
- Or, email to: homestay@cn.peacecorps.gov.

The deadline for receiving applications is **April 16, 2017**. Only the applicants selected for interview will be contacted.

请务必在申请信中注明所申请职位。请在**4月16日前将申请信和简历送至以下地址（任选其一）**：

电子邮箱：homestay@cn.peacecorps.gov

邮寄：美中友好志愿者办公室，四川大学 278 信箱，望江路 29 号。邮编 610064

谢绝来访。我们将与初选合格者联系面试事宜。

1. Site Manager 培训点经理

(4 名, Mid June, July 3 to August 20, 2017)

主要职责：Duties

The Site Manager is responsible and accountable for the

- Being assigned to one training site community where s/he may live during the PST and is the lead homestay program monitor to a group of more than 20 Trainees.

- Management of all administrative and logistical tasks associated with PST at the assigned training site.
 - Contributing and participating in the trainee assessment process.
 - Providing feedback to both host families and Trainees on adaptation strategies for living with a host family. Monitoring Trainee interaction with host families, PST staff, other Trainees.
 - Working with other training staff, and training site agencies in the delivery of all training activities.
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- 负责培训点接待家庭项目，管理所在培训点 20 多名队员，或需在培训点安排地住宿；
 - 负责培训点行政和后勤工作；
 - 帮助和协调所负责培训点队员和接待家庭等的沟通；
 - 评估培训点的队员；
 - 和其他培训人员一起组织培训活动

Qualifications 任职要求

- Chinese citizen;
- Good command of English;
- A bachelor's degree;
- Good communication and organizational skills;
- Good presentation skills;
- At least two years' experience in the duties and responsibilities described above;
- Experience working with Americans or other foreigners;
- Good understanding of national cultural values and the ability to act as a resource person;
- An ability to work with a diverse group of Trainees and trainers in an effective and harmonious manner;
- An ability to work within a strict time frame (i.e. punctuality);
- A tolerance for ambiguity and an ability to adapt and change when necessary.

- 中国公民
- 英语娴熟
- 学士学历
- 良好的沟通和管理技能
- 良好的表达技能
- 两年以上上述工作经验
- 有和美国人或其他外国人共事的经验
- 熟悉中国文化并能提供文化指导
- 能高效且和谐地和不同背景的队员和培训人员工作
- 能遵守严格的工作时间
- 能灵活变通

2. 驾驶员

（1 名工作, 时间为 2017 年 6 月中至 8 月底）

主要职责

- 为岗前培训工作人员提供驾驶服务；
- 装卸及运送货物；
- 记录车辆行驶里程和油耗；
- 为会议提供后勤支持等。

任职要求：

- 持有效驾照 B1，能驾驶中型客车；
- 能安全驾驶和平队的各种车辆；
- 驾驶中能保障乘客安全；
- 有良好的驾驶习惯；
- 遵守行车安排；
- 遵守并执行和平队有关车辆使用的规章制度，及当地交通法规；
- 愿意根据工作需要灵活调整/延长工作时间（含节假日）；
- 会简单英语者更佳。